

COMMISSION ON TEACHER CREDENTIALING

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OFFICE OF THE EXECUTIVE SECRETARY

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July 28, 1984

TO: All Individuals and Groups Interested in the Activities of
the Commission on Teacher Credentialing

FROM: John F. Brown, Executive Secretary

SUBJECT: Update on the Status of Requirements for Administrative
Services Programs and Credentials

Introduction

Since 1979 the Commission has worked on a broad front to develop changes and improvements in the preparation and licensing requirements for school administrators. During this effort the Commission frequently consulted with practicing school administrators, representatives of professional organizations, school board members, college and university faculties, legislators, and other parties interested in the optimum preparation and appropriate certification of school administrators. As a result of these activities, legislation was signed in June 1981 which established, as of July 1, 1982, a two-tier Administrative Services Credential (Education Code Sections 44270, 44270.1 and 44270.2). Thanks to the efforts of many of you, a great deal of work has been accomplished by the Commission since that enactment in developing the structure to implement that law.

The purpose of this memorandum is to inform you of the key aspects of those accomplishments and the status of implementation of the various elements.

A. Basic Elements of the Structure of the New Credential

1. AB 777, Greene (Statutes of 1981) established a two-tier Administrative Services Credential. The "two-tiers" consist of:
 - a. The Preliminary Services Credential with a Specialization in Administrative Services. This credential is valid for five years from date of issuance, or three years from date of

initial employment in an administrative position requiring the credential, whichever date is later, and is not renewable (emphasis added).*

- b. The Professional Services Credential with a Specialization in Administrative Services.** This credential is issued for five years, and is renewable.

2. Requirements for the Preliminary Administrative Services Credential are briefly as follows:

- a. Possession of a valid teaching or specified services credential. (Refer to Education Code Section 44270, amended 1982, for specifics.)
- b. A minimum of three years of successful, full-time classroom teaching experience in the public schools, or in private schools of equivalent status, or three years of experience in the fields of pupil personnel, health or library services.
- c. Successful completion of an entry-level program, or one year internship, approved by the Commission for the Preliminary Administrative Services Credential.

3. Requirements for the Professional Administrative Services Credential briefly, are all of the following:

- a. Possession of a valid Preliminary or Clear Administrative Services Credential.
- b. A minimum of two years of successful, full-time experience in an administrative position requiring a Preliminary or Clear Administrative Services Credential.
- c. Completion of a program of advanced study and field experience or internship approved by the Commission for the Professional Administrative Services Credential, at least one half of which must be completed while the candidate is employed in an administrative position.

* This provision would enable a candidate who, for example, first attains an administrative position six years after receiving the Preliminary credential to receive a three year extension of that credential and to have time to complete any remaining requirements for the Professional credential.

** The Commission has adopted the short title of "Professional Administrative Services Credential".

4. The authorization for services of the two credentials is as follows:

The holder of a Preliminary or Professional credential is authorized to perform at all grade levels administrative services commensurate with preparation as determined by the Commission on Teacher Credentialing and as assigned by the school district's governing board.*

B. Status of Preparation Programs Approved for the Preliminary and Professional Administrative Services Credentials.

1. Commission Requirements for Program Approval for the Preliminary Administrative Services Credential**

- a. All programs of specialized and professional preparation for the Administrative Services Credential approved by the Commission on or before June 30, 1982 shall be approved as meeting the requirements for the Preliminary Administrative Services Credential, and this approval shall be effective until June 30, 1985. (The effect of this provision is to allow programs approved for the one-tier, also known as "clear", credential to serve also for the Preliminary Administrative Services Credential until June 30, 1985, at which time that approval will expire.)
- b. Effective July 1, 1985, approved programs of specialized and professional preparation for the Preliminary Administrative Services Credential shall meet all requirements for program approval which were adopted by the Commission in March, 1983. (The Commission issued in January and May 1984 a program approval manual which specifies these requirements. It is available upon request.)

* The Commission staff several years ago considered the question of differentiating between the authorization of the Preliminary (1st tier) and the Professional (2nd tier) Administrative Services Credential. However, to date the Preliminary, Professional and Clear Administrative Services Credential carry the same broad authorization; i.e., the holder can serve in any administrative position. Therefore, appropriate administrative assignment is determined by the district governing board, commensurate with preparation (emphasis added).

** These requirements are also set forth in Title 5, California Administrative Code, Section 80096.

2. Commission Requirements for Program Approval for the Professional Administrative Services Credential

The Commission adopted regulations in April 1984, following a public hearing in March, which set forth requirements for program approval for the Professional Administrative Services Credential. Proposed to become Section 80097 of Title 5 of the Administrative Code, these regulations have been submitted to the State Office of Administrative Law (OAL). Word is being awaited by the Commission regarding the outcome of that review. (This OAL review immediately precedes the filing of an acceptable regulation with the Secretary of State to become part of the Administrative Code.)

A manual for program approval for the credential, adopted by the Commission at its June 1984 meeting, will be issued as soon as the aforementioned regulation (80097) is officially filed with the Secretary of State.

The Commission will accept, for review and possible approval purposes, program submissions any time after Section 80097 becomes effective and after the dissemination of the program approval manual has occurred.

C. Provisions for Phasing Out the (Ryan) Clear Administrative Services Credential

1. Legislation authored by Assembly Member Bergeson as AB 2532, signed by the Governor on June 26, 1984, contains three provisions that immediately affect the issuance of current Administrative Services Credentials. Those provisions are as follows:

- a. ...(c) A candidate initially enrolled in a Commission-approved program for the Services Credential with a Specialization in Administrative Services between June 1, 1982, and October 31, 1982 shall have until July 1, 1985, to satisfy all requirements for the credential which were in effect on and before June 30, 1982, if the candidate certifies to the Commission, under penalty of perjury, that the institution of postsecondary education which operated the program did not inform the candidate, on or before October 31, 1982, about the credential requirements which became effective on July 1, 1982.
- b. (d) Except as provided in subdivision (c), a candidate formally enrolled in a Commission-approved program for the Services Credential with a Specialization in Administrative Services shall have until September 30, 1984, to complete those requirements for the credential which were in effect on and before June 30, 1982.

- c. Candidates not described in subdivision (c) who complete the requirements for the credential on or after October 1, 1984, shall satisfy all the requirements for the credential set forth in this section [as contained in Education Code Sections 44270 and 44270.1].

Summary

The broad efforts of the Commission, the Legislature and professional organizations to upgrade the preparation and licensing requirements for school administrators have resulted in major changes that affect the nature of preparation programs, the requirements that credential candidates need to satisfy, and certain issuance dates for credentials.

This letter has described briefly the status of preparation and licensing requirements for the Preliminary, the Professional and the phasing out of the Clear Administrative Services Credentials. If you have needs for information not covered in this letter, contact Dr. Sidney A. Inglis of my staff (916-322-2305).